

**TRAINING OFFICER  
STUDY GUIDE**

A written examination for the class of **TRAINING OFFICER** to be administered in **MONROE** on **MAY 11, 2010**, will consist of approximately 105 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for implementing an effective training program, including serving as an instructor.	14.3%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, ventilation, rescue, communications, fire attack, salvage and overhaul, safety, hazardous materials, and applicable laws.	20.0%
<b>WATER SUPPLY AND PUMP OPERATIONS</b>  Knowledge of water supplies and pump operations sufficient to train departmental employees in the use of water supplies; fire streams, hydraulics, sprinklers and standpipes, pump operations; and the driving and operating of apparatus/equipment in order to efficiently perform their duties at the scene of an emergency.	9.5%
<b>MEDICAL PROCEDURES AT THE EMERGENCY SCENE</b>  Knowledge of first aid practices and procedures, including CPR and emergency medical services, sufficient to train departmental employees to perform these duties at the scene of an emergency.	7.6%
<b>FIRE PREVENTION AND INSPECTION</b>  Knowledge of fire prevention and inspection procedures sufficient to train departmental employees in performing fire inspections; and the collecting of information for pre-fire planning.	7.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving organizing; and personnel management; and money management.	9.5%
<b>MANAGEMENT OF EQUIPMENT &amp; PROPERTY</b>  Knowledge of the maintenance of equipment, facilities, and property, including verifying that equipment is tested and meets applicable standards.	4.8%
<b>RECORDS AND REPORTS</b>  Knowledge of effective records-management practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or special publications.	7.6%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	14.3%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, and the public.	4.8%

## **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE**

**PROTECTION PUBLICATIONS** (Training Manuals):

Fire and Emergency Services Instructor, 7th ed., 2006.  
Essentials of Firefighting, 4th ed., 1998.  
Pumping Apparatus Driver/Operator, 2nd ed., 2006.  
Fire Hose Practices, 8th ed., 2004.  
Fire Service First Responder, 1st ed., 2000.  
Fire and Emergency Services Company Officer, 4th ed., 2007.  
Fireground Support Operations, 1st ed., 2002.  
Fire and Life Safety Educator, 2nd ed., 1997.

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**COMMUNITY FIRST AID & SAFETY**, Prepared by: The American National Red Cross, StayWell, 1100 Grundy Lane, San Bruno, CA 94066, 2002.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 2nd ed., 2002.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**BUSINESS COMMUNICATION**, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.